



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC064 Upstate and New York City
Date:	June 17, 2020
To:	Subscribers
Suggested Distribution:	Commissioner, TA Director, SNAP Directors, MA Director, WMS/CNS Director
From:	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
Subject:	Instructions for subscribing to New York State Office of Temporary and Disability Assistance (OTDA) mailings
Effective Date:	Immediately
Contact Information:	Dana Bryant, Employment and Income Support Programs/Upstate Systems Bureau, (518) 474 0724

Section 2

This is to remind you of instructions for subscribing to New York State Office of Temporary and Disability Assistance (OTDA) e-mailings. By subscribing to pertinent distribution lists, you will automatically receive important program and system updates, information, correspondence and notifications.

Responsibility to subscribe or unsubscribe to lists will be with the subscriber. You will only need to do this once but can make changes as necessary. Individuals who leave service but forget to unsubscribe will have their names deleted by an administrator at the state level. Supervisory and administrative personnel should address the need to subscribe/unsubscribe to this subscription service with both new and departing staff.

Please follow the instructions at the following link to subscribe to OTDA e-mailings, which include information distributed through MyBenefits messages list:

<http://otda.state.nyenet/dta/resources/subscribe.asp>

If you cannot access this information, please contact Dana Bryant at: (518) 473-0724 or by email at: dana.bryant@otda.ny.gov.